FINANCIAL CLOSURE CHECKLIST - 72457

TASK	YES	No	NOTES		
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner)			Atlas Transaction Check		
			Account	Atlas Balance	
				Transaction Currency	Base Currency (USD)
No outstanding NEX advances-in either local currency or USD (Account 16005)	☑	☐	Outstanding Advances	0.00	$ 0.00
No other outstanding advances-in either local currency or USD (Account 14001, 14056, 14057, 14501, 16006, 16010, 16015, 17008, 17009)	☑	☐	Outstanding Advances Other	0.00	$ 0.00
No outstanding Project Delivery Reports (PDRs);	☑	☐	PDR: http://unex.undp.org		
No open Purchase Orders (POs);	☑	☐	Open Purchase Orders	0.00	$ 0.00
No Receipt Accruals;	☑	☐	Receipt Accruals	0.00	$ 0.00
No Outstanding Commitments;	☑	☐	Please ensure commitments outside Atlas are resolved (Non-PO Commitments) - Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
No outstanding prepaid vouchers (Account 16065)	☑	☐	Prepaid Vouchers	0.00	$ 0.00
No pending vouchers;	☑	☐	No Pending Vouchers - Please run the query link to verify and check any pending vouchers.		
All pre-financing activities have been recovered and/or reimbursed.	☑	☐	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
No pending GMS or Direct Project Charging (Formerly ISS). (If Off-the-top GMS was used, extra-budgetary income taken must be reconcilied to actual expense/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done);	☐	☑	Charged GMS Rate %	% 1.70	% 1.70
No pending GLJEs;	☑	☐	GLJEs Not Posted	0.00	$ 0.00
No unapplied deposits or other unrecorded revenue;	☑	☐	Unapplied Deposits by Office	0.00	$ 0.00
No outstanding Accounts Receivable to be received from donors per signed agreements;	☑	☐	Contract Pending Events	0.00	$ 0.00
No outstanding Contribution Receivable to be collected from donor (GL Account 14015 Balance including FX Revaluation)	☐	☑	Contribution Amount Not Collected	0.00	$ 147.88
No AR direct journals in budget error or incomplete status;	☑	☐	No Pending AR direct journals - Please run the query link to verify and check any pending AR direct journals.		
All assets are transferred or otherwise disposed of; Asset Transfer letters/documents are in place. (GL 18xxx Accounts) (Click Link for ISR Report)	☑	☐	Assets	$ 0.00	$ 0.00
All un-used inventory items held at the end of the project has been disposed off or transferred to other projects	☑	☐	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		
Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged.	☑	☐	Supporting documents if any should be uploaded to Atlas (Attachments Tab)		

All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement.	☑	☐	Supporting documents if any should be uploaded to Atlas (Attachments Tab)	
All Project Petty Cash (11015 (old), 16105(new)) and Project Cash Advance Accounts (Acc. 16106, 16107, 16108 and 16007) are cleared;	☑	☐	Petty Cash & Cash Advance	0.00	$ 0.00
Project Bank Account is fully reconciled and closed.	☑	☐	Project staff should coordinate with Implementing partner to close Project Bank account.	
All Staff Receivables in USD Only (Acc. 14005, 14020, 14022, 14023, 14025, 14030, 14035, 14040, 14042, 14045, 14046, 14050, 14055, 14085) are cleared;	☑	☐	Staff Receivables	0.00	$ 0.00
All accrued employee benefits are fully accounted.	☑	☐	Employee Benefits	0.00	$ 0.00
No other pending liabilities in USD Only; (GL 2xxxx Accounts - Excluding 21005)	☑	☐	Pending Liabilities	0.00	$ 0.00
The CDR for the previous quarter shows Zero future expenses (commitments).	☑	☐	Copy of CDR should be uploaded to Atlas (Attachments Tab)	
Final LPAC / Steering committee minutes are available.	☑	☐	Minutes should be uploaded to Atlas (Attachments Tab)	
All audit observations are closed with supporting documentation.	☑	☐	Supporting documents if any should be uploaded to Atlas (Attachments Tab)	
The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.	☑	☐	Supporting documents should be uploaded to Atlas (Attachments Tab)	

			General Ledger Cash Balance		
			Fund	**Donor**	**Amount USD**
If cost sharing project, the unexpended balance has been agreed to the general ledger. (The Balances excludes Open Purchase Orders reflected in the Output Financials) AND (Excludes Outstanding Contribution Receivable to be collected from donor) if any.	☑	☐	30000	10175	$ 0.00
			30000	12019	$ 0.00
			30000		$ 0.00
			30000	00012	$ 0.00
			30000	00250	$ 0.00
			30000	00313	$ 0.00
			30000	10465	$ 0.00
			30000	10957	$ 0.00
			30000	12023	$ 0.00
			11999	00012	$ 0.00
			30000	10959	$ 0.00
			30071	11252	$ 0.00
			44902	10216	$ 0.00

Consultations with Donors on the disposition of unexpended cost-sharing balances, where required by contribution agreement, have taken place and are documented in writing.	☑	☐	UNDP Issue refunds to donor as the very last step before designating a project as financially complete in ATLAS .If the donor requests a refund at any earlier point then you need to the approval of the Chief, Account Division or Treasurer to issuing the refund. Please refer to Refunds to Donors in the POPP.	
All refunds to donors have been transferred to Account 21030 (Pending Refund to Donors) and the project Balance is Zero. (Only in Base Currency)	☑	☐	Pending Refund to Donor	$ 0.00	$ 0.00

Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.	☑	☐	Supporting documents if any should be uploaded to Atlas (Attachments Tab)
Notified the GSSC to close any associated contract in the contracts module.	☑	☐	Supporting documents if any should be uploaded to Atlas (Attachments Tab)
All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.	☑	☐	Supporting documents if any should be uploaded to Atlas (Attachments Tab)
Ensure project accounts are closed.	☑	☐	Closure of any project-based financial accounts or funds. Once confirmed, project status in Atlas will be set to "Financially Closed". No further financial transactions can be made. For more information on project closure procedures and policies, please refer to Closing a Project and Financial Closure of Development Projects and Trust Funds in the POPP.